

Schedule of Fees and Charges

- 1. The Theatre will be rented to individuals, businesses, and organizations based on the following rate schedule and in addition to the fees in #5 below:**

2021/22

Theatre Rates for Non-Peak Days (Monday – Wednesday):

Base rent for up to an 8-hour period on one day:	\$550.00/day
Additional time on the same event day:	\$125.00/hour
Rehearsal time for up to an 8-hour period on one day:	\$375.00/day
Additional rehearsal time on the same day:	\$125.00/ hour
Standard sound equipment (up to two microphones)	N/C
Full sound equipment (full use of sound system)	\$125.00/day
Minimum lighting equipment	\$125.00/day
Maximum lighting equipment (No Moving Lights)	\$400.00/day
Maximum lighting equipment (With Moving Lights)	\$925.00/day
Maximum lighting equipment with moving lights, same contract	\$1,200/2 days \$1,500/3 days \$1,900/7 days \$1,900 + \$300/day + 7 days

*Lighting does not include spotlights. See below for charges

Theatre Rates for Peak Days (Thursday – Sunday):

Base rent for up to an 8-hour period on one day:	\$800.00/day
Additional time on the same event day:	\$125.00/hour
Rehearsal time for up to an 8-hour period on one day:	\$500.00/day
Additional rehearsal time on the same day:	\$125.00/hour
Standard sound equipment (up to two microphones)	N/C
Full sound equipment (full use of sound system)	\$200.00/day
Minimum lighting equipment	\$175.00/day
Maximum lighting equipment (No Moving Lights)	\$475.00/day
Maximum lighting equipment (With Moving Lights)	\$1,000.00/day
Maximum lighting equipment with moving lights, same contract	\$1,275.00/2 days \$1,575.00/3 days \$2,050.00/7 days \$2,050.00+ \$300.00/day + 7 days

*Lighting does not include spotlights. See below for charges

NOTE: Clients shall reimburse the City for the cost of all required event staff and technicians. Base rent fees are due 30 days in advance of the first use date. Equipment and staffing fees will be deducted from the final settlement or deposit. The Theatre Manager shall have the discretion to schedule staff as s/he deems necessary to provide for a quality production at the expense of the Client. A full cost estimate will be provided to Client within 15 days of Client's submission of the Facility Use Application/Technical Rider form. The Facility Use Application/Technical Rider form must be completed and returned and estimate approved before the appropriate deposit(s) can be accepted.

NOTE: Rehearsal times may be scheduled at the time the booking is made, but shall be considered tentative until thirty (30) days prior to the first event date, and then will only be scheduled when they do not interfere with other scheduled events.

2. **For events that are designed to be profitable**, rental fees shall be ten percent (10%) of gross ticket sales vs. the base rent, **whichever is higher**, plus additional fees. Exceptions to this policy will be made for Primary Partners and fund-raising events hosted by local non-profit organizations with ticket prices greatly exceeding the normal market rates (i.e. \$100 benefit performance tickets). In those cases, the 10% shall be computed based on the market rate of the tickets, as determined by the Theatre Manager.
3. **The Theatre may be rented to approved "Primary Partner" clients** at special reduced rates negotiated individually and subject to the review and approval of the City Council.
4. **Late Booking Fee-** a late booking fee will be assessed for any event booked less than 30 days in advance. The late booking fee is 10% of estimated rental charges (minus the deposit) or \$300.00 flat fee, whichever is higher.
5. **Fees for Additional Services** will be charged as follows:

	<u>2021/22</u>
a. Box Office Fee:	\$575.00/contract
Special Box Office requests	\$200.00 additional
Ticket processing for third party discounted sites (Goldstar, Groupon, etc.)	\$250.00/performance
b. Box Office Ticket Printing:	\$.30 / ticket
c. Janitorial Fee for Rehearsals:	\$175.00/day
Janitorial Fee for Performances:	\$225.00/performance
Janitorial Fee for food/beverage set up in the Front Plaza or Garden Courtyard	\$250.00/day
d. Labor (all billed at 4-hour minimum)*	
Production Mgr./Technical Dir.:	\$45.00/hour
Technical Staff:	\$35.00/hour
Stagehand:	\$30.00/hour
House/Box Office Staff:	\$35.00/hour
Professional Event Staff/Security:	\$35.00/hour
e. Lighting System:	Outlined above
f. Marley Floor Rental	\$125.00 + labor to install & remove
g. Marquee Sign Postings	\$33.00/message/week
	\$15.00/change to a message
h. Piano Rental Fee	\$100.00/day

- i. Piano Tuning: \$150.00/tuning
- j. Theatre Facility Fee \$1.00-2.00/ticket or person (see below)
- k. Processing Fee for permit changes: \$30.00/change
- l. Sound System: Outlined above
- m. Spotlights: \$100.00 each/day
- n. Theatre Tours
 - During regular operation hours: \$ 60.00/hour
 - During non-operation hours: \$150.00/hour
- o. Video Projector & Screen \$500.00/day
 - Video Projector & Screen, same contract \$750.00/2 days
 - \$1,000.00/3 days
 - \$1,500.00/7 days
 - \$1,500.00 + \$250.00/day + 7 days
- p. Hazer (DF-50) \$60.00/day

* Overtime applies after 8 hours and double overtime applies after 12 hours.

6. **Theatre Facility Fee:** A fee of \$1.00-\$5.00 per person shall be added to the charge for each ticket issued, or, for events that are free, charged for each person seated in the audience (calculated by a counting of ticket stubs or counters at the entry doors for non-ticketed events). This fee applies for all tickets for all events, including comp tickets, consignment tickets, free events, Primary Partner events, non-profit organization sponsored events, and all others.
7. **Premium WiFi:** The Heritage Theatre/Campbell Community Center has an open WiFi connection that is available to anyone within the Theatre or its surrounding area. A **Premium WiFi** connection with considerable more speed and bandwidth is available to renters for a fee of \$100.00/day.
8. **Indoor Marquee Sign Postings:** The Heritage Theatre has an electronic marquee in the lobby which is available for custom images, schedules or information pertaining to events. Art/images that are ready for immediate upload and meet the specifications set by the Theatre Manager are \$50.00/day. Any artwork or image that must be developed by Theatre Staff is \$50.00/day plus \$40.00/hour for the image to be developed (one-hour minimum fee).
9. **For events that do not meet the criteria above,** which we can't anticipate at this time, staff shall have the authority to charge appropriate and warranted fees at rates higher than those stated above, subject to the approval of the Recreation and Community Services Director.
10. **Deposits:**
 - a. Deposit Fee: **\$500.00-\$5,000.00/Date of use.** A refundable security/damage deposit fee of \$500.00-\$5,000.00/date of use will be required and will confirm your date on the Theatre calendar. Once the Theatre Manager has completed the Settlement Report, the deposit may be refunded to the Client, or may be withheld if additional fees are due for facility use, staffing, equipment and services provided, or fees applicable for damaged or

lost equipment, necessary repairs to the facility, failure to complete pre and post event walkthroughs on event date(s), or failure to vacate premises at the end of the rental time listed on the Permit. Settlements will be performed within two weeks following last scheduled rental date. See section "C" of the Theatre Use Policy for details on cancellations. Deposits are non-transferable.

- b. Any fees paid less than thirty (30) days in advance of the first use date must be paid by cash, guaranteed money order, or an approved charge card (VISA, MasterCard, Discover or American Express credit card) in the name of the hosting/producing organization/person.

11. **Rental Uses of Theatre Garden Courtyard:**

The Garden Courtyard, located immediately east of the Theatre, will be rented separately to individuals, businesses, and organizations, based on availability that does not conflict with scheduled Theatre events, according to the following rate schedule:

Application Fee:	\$ 30.00 / contract
Refundable Security Deposit:	\$200.00 / contract
Rental Fee:	\$400.00 / first 4 hours \$ 75.00 / each add'l hour

NOTE: The Garden Courtyard may be rented in conjunction with a Theatre Rental for \$250.00. Rental (fees) of the Garden Courtyard does not include use of tables, chairs, podiums, or any other equipment. Rental Client is responsible for the outside rental of any/all furniture and/or equipment desired. All such items must be delivered the day of the event and removed the same day.

12. **Photography:** The Theatre and/or Garden Courtyard may be reserved for the purpose of photography (wedding, families, special occasions, etc.), subject to availability, at the following rates:

Non-refundable Processing Fee:	\$ 25.00 / contract
Non-Commercial Photography:	\$100.00 / hour
Commercial Photography:	\$150.00 / hour

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